

Session 21-05, a Special Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:33 p.m. on July 27, 2021 at the City Hall Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar. One seat remains vacant.

PRESENT: BOARDMEMBERS KUSZMAUL, FINN, FAIR, AND MCKINNEY

ABSENT: BOARDMEMBERS SPRINGER (unexcused) AND DOLMA (excused)

STAFF: LIBRARY DIRECTOR BERRY
DEPUTY CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Chair Kuszmaul called for a motion to approve the agenda.

FAIR/FINN MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. May 4, 2021 Regular Meeting Minutes

Chair Kuszmaul called for a motion to approve the minutes.

FAIR/FINN MOVED TO APPROVE THE MINUTES FROM MAY 4, 2021.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Library Director Reports
- i. Director's Reports for May 2021
 - ii. Director's Reports for June 2021
 - iii. Director's Report for July 2021 (*laydown*)
 - iv. 2021 Statistical Report
 - v. 2020 Statistical Report

Library Director Berry noted the two in-packet director's reports for May, June, and a laydown report for July. He spoke to the highlights of the reports and facilitated discussion with the board on the following items:

- Current library operations and staffing; Savannah Bradley will be continuing part-time work through the fall.
- Attendance at the Evergreen International Conference this past spring.
- Building maintenance issues including a broken window from a loose rock, and upkeep with the garden/grounds; there will be upcoming changes to the gardens as invasive flower species are removed from around the building.
- Numerous volunteers coming in to tag the entire library collection with radio frequency ID tags; that project is now complete and technicians from Minnesota will be coming in next week to finish setup so we'll soon have self-check-out machines and faster check-in at the Front Desk.
- Update on Friends of the Homer Library's ongoing project to improve the western lot and trails with a National Park service grant.
- Status of the Summer Reading Program, which concludes August 7th.
- Installation of a new fiber optic cable for faster upload and download speeds.
- Upcoming meet-and-greet on August 9th with Molly of Denali from the PBS animated kids show; there will be an actor in a big foam suit in attendance to meet with the kids.

B. Legislative Update

Boardmember Finn provided an Advocacy Alert email laydown from the American Library Association with details on United for Infrastructure Week that took place in May. She gave a verbal report on current statuses of library funding at the federal and state levels. She noted that things are at a bit of a standstill and provided details on what library bills have been introduced, where they're at in the legislative process, and when it would be appropriate for them to reach out to elected officials.

Library Director Berry added that additional federal grant funding through the American Rescue Plan Act (ARPA) will become available soon. The library has applied for one grant that can help with wireless hotspot purchases and upgrading the library's Wi-Fi system, and are researching other grants that they can apply for.

PUBLIC HEARING

PENDING BUSINESS

- A. Planned Giving Program – Draft Donor Recognition Policy
- i. Donor Recognition Policy

ii. Donor Recognition Chart

Chair Kuszmaul introduced the agenda item by reading the title and deferred to Library Director Berry.

Mr. Berry explained the work that has already been done by the LAB, what was approved at the City Council level in regards to the planned giving program, and recapped what the LAB agreed to at their last meeting. The board had requested staff prepare a draft donor recognition policy; Mr. Berry prepared and referred to the draft document in the packet.

Boardmembers and Library Director Berry reviewed the draft policy section-by-section. Discussion topics included the following:

- Concerns with the policy on allowing removal of old donor recognition plaques and striking the expiration clause under General Considerations; Boardmember Finn would like to see the plaques archived if they had to be removed. Boardmember Fair suggested the word “retired” rather than “expired”. Boardmember McKinney suggested the policy specifically address that plaques not be removed.
- What other ways there are to recognize donors, including the recognition wall in the library and staff’s hesitancy on doing book covers, and previous discussions the LAB has had on setting recognitions to the size of the donations.
- Naming rights for very large donations.
- There being no need for Boardmember Finn to write thank-you cards since there haven’t been any recent donations.
- LAB wishing to receive quarterly reports from the Homer Foundation, and at least to mention them in the minutes for the record.
- Thank-you card designs; if a local artist could donate a card design in lieu of just using a photo of the library.
- The levels of recognition based on the donation size: chart in the packet lists thank-you cards, listing in year-end report, listing in monthly newsletters, small/big fish on the wall, letter of appreciation, and invitation to annual donor gathering.
- Frequency analysis of the different donation sizes for determining the minimum size for the fishes; \$500 for small fish and \$2,500 for large fish; what allowances they should have for donors who accumulate multiple fish.
- Logistics of tracking and record-keeping for donations and the challenges for timely recognitions when reports are on a quarterly basis.
- Listings of donator names; FHL newsletter has recently changed, and there’s potential for a future City-wide newsletter.
- Larger donations would be recognized on a case-by-case basis.
- Annual gathering being open to the public, but those who donate \$250 or more would get a personal invitation; challenges with scheduling of the event and it needing to be a stand-alone event if it’s to be in the city-approved policy. The board agreed to remove that item from the donor recognition list to give time to sort out the logistics, and later add it to the policy if it gets worked out.
- Importance of having a set policy that’s been formalized.

Chair Kuszmaul confirmed with Mr. Berry that the next step is for the board's discussion and feedback to go to the Friends of the Homer Library for their review and feedback, and then a more finalized version of the donor recognition policy will be available at their September meeting.

B. Election of LAB Officers

Chair Kuszmaul introduced the agenda item by reading the title. She noted the election process outlined in their packet, and that they would be holding election of chair first and election of vice chair second. She asked for a motion to determine how the LAB will hold their elections.

FAIR/MCKINNEY MOVED TO HOLD OFFICER ELECTIONS BY SHOW OF HANDS.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Kuszmaul opened the floor for chair nominations. She nominated Boardmember Finn, who agreed to accept the nomination.

There being no other nominations provided, Chair Kuszmaul closed nominations without objection. Since only one person was nominated, Ms. Kuszmaul declared Ms. Finn elected unanimously to the office of Chair.

The gavel was passed to Chair Finn, who began presiding over the meeting.

Chair Finn opened the floor for vice chair nominations.

Boardmember Fair nominated Boardmember Kuszmaul. After brief discussion, Ms. Kuszmaul agreed to accept the nomination.

There being no other nominations provided, Chair Finn closed nominations without objection and declared Ms. Kuszmaul elected unanimously to the office of vice chair.

NEW BUSINESS

- A. Proposal for a Memorial Bench Installation at the Homer Public Library
- i. Resolution 21-043
 - ii. Memorandum 21-099
 - iii. "Loved & Lost" Memorial Bench Donation Proposal

Boardmember Finn introduced the agenda item by reading the title. She spoke to the bench donation proposal provided and the information she received from Brad Hughes, the artist building the bench, and the Berg family. She opened the floor for discussion.

Boardmember McKinney inquired on if there was going to be a concrete path installed up to the bench. Library Director Berry noted there is a gravel path nearby and there has not been any other grass wear-out at the other benches in the area.

Boardmember Fair commented that grass wear-out is unlikely, and voiced his support for the bench.

Deputy City Clerk Tussey informed the board that Christina Whiting, the person assisting with the bench installation project, was in attendance through Zoom and that if the board was interested in having her speak to the project they would need to make a motion to suspend the rules.

FAIR/KUSZMAUL MOVED TO SUSPEND THE RULES TO ALLOW CHRISTINA WHITING TO SPEAK ON THE PROJECT.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Christina Whiting, co-project manager, responded to questions from the board. She agreed that grass wear-out would not be an issue and spoke to the artist's availability to receive feedback, the bench's design, and the sentimental value of having the bench installed at the library.

At Boardmember Fair's request for clarification, Deputy City Clerk Tussey explained how this proposal was already reviewed and approved by the Parks, Art, Recreation and Culture Advisory Commission and City Council, and that it just needed to go before the LAB to approve of the installation at the library.

KUSZMAUL/FAIR MOVE TO APPROVE THE INSTALLATION OF A MEMORIAL BENCH IN REMEMBRANCE OF ANESHA "DUFFY" MURNANE AND ALL MISSING WOMEN AND CHILDREN AT THE HOMER PUBLIC LIBRARY AT THE LOCATION SPECIFIED.

Boardmember Kuszmaul inquired with Library Director Berry what library staff's opinion was on the project. Mr. Berry commented that staff would be thrilled to have the bench installed at the library and they would like to see an information plaque on the bench inside the building. Ms. Kuszmaul shared her support for the design and its value of having it at that location.

Discussion ensued on supporting the proposed location near the road where it can be seen by vehicles and pedestrians passing by.

VOTE: YES: FAIR, KUSZMAUL, MCKINNEY, FINN

Motion carried.

Chair Finn noted the letters of support and photos of Duffy attached to the application. She commended Ms. Whiting for all the work that was put into the project and thanked her for coming to the meeting.

INFORMATIONAL MATERIALS

A. LAB 2021 Calendar

Chair Finn facilitated discussion on the LAB calendar and who would be available to give the LAB report at Council's August 9th meeting. It was agreed that Ms. Finn would either attend or submit a written report.

Boardmember Kuszmaul inquired on the vacant student representative and boardmember seats and if any applications had been received. Deputy City Clerk Tussey noted that none have been received and that the Clerk's Office is advertising for the vacancies. She explained the application process, directed prospective applicants to contact the City Clerk's Office, and of the student representative flyer that they have to help with getting the word out. Chair Finn requested some of the flyers to distribute herself.

COMMENTS OF THE AUDIENCE

Christina Whiting thanked the board.

COMMENTS OF THE CITY STAFF

Library Director Berry commented that it was great to see everyone in person.

Deputy City Clerk Tussey commented on the emergency ordinance that would temporarily suspend restrictions on teleconference participation for both City Council and the advisory bodies since the City's emergency declaration expired June 29th. She explained the current limitations on teleconferencing within City Code and their bylaws, and how the City Clerk will be proposing a code amendment to expand teleconference participation permanently. That proposal will be going before the board and commissions at their next meetings. There was brief discussion on the topic of teleconferencing, what a "hybrid" meeting is, and what the board can expect for their September meeting.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Finn commented that it was exciting to be chair, and encouraged everyone to provide her with any helpful comments. She voiced her appreciation for meeting in person with Zoom as an option.

COMMENTS OF THE BOARD

Boardmember Fair thanked library staff for all their efforts. During the library's partial opening due to COVID-19 he had to utilize the library for work research and the staff was incredibly helpful, friendly, and diligent with COVID precautions.


Boardmember Kuszmaul thanked Chair Finn for taking over as chair and looks forward to continuing to work with her.

Boardmember McKinney had no comments

Chair Finn reiterated Boardmember Fair's comments of kudos for library staff and how well the library has functioned this last year and a half.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:42 p.m. The next regular meeting is Tuesday, September 7, 2021 at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

Approved: September 7, 2021